

**UNITED STATES SECURITIES AND EXCHANGE COMMISSION
ATTORNEY
VACANCY ANNOUNCEMENT**

Announcement No. 04-254-DA

Opening Date: 09/23/04

Closing Date: 10/06/04

POSITION TITLE:

General Attorney (SI)
THIS IS A NON-BARGAINING UNIT POSITION

PROMOTION POTENTIAL

SK-14

PAY PLAN, SERIES AND GRADE

SK-905-13 (\$94,549 - \$121,138)
SK-905-14 (\$108,566 - \$139,093)

EXCEPTED CIVIL SERVICE STATUS

IS NOT REQUIRED

NUMBER OF VACANCIES

One

WORK SCHEDULE

Full-time

AREA OF CONSIDERATION

Nationwide

ORGANIZATION AND DUTY STATION

Office of General Counsel
Litigation and Administrative Practice
Washington, DC

FOR ADDITIONAL VACANCIES THAT MAY BE AVAILABLE VISIT: www.sec.gov/jobs.shtml

SUMMARY OF DUTIES: As Attorney Advisor to the Associate General Counsel (Litigation and Administrative Practice), the incumbent coordinates the Commission's response to subpoenas for testimony and production of documents directed to the Commission and its staff, and appeals of initial decisions made by the Commission under the Freedom of Information Act (FOIA) and the Commission's confidential treatment rules. Specifically, the incumbent reviews and analyzes incoming subpoenas and FOIA appeals, determines whether procedural requirements have been satisfied, evaluates the requests under the Federal Rules of Civil and Criminal Procedure, the FOIA, the Privacy Act, and confidential treatment regulations and decisions, performs legal research, interacts with staff to obtain documents or facilitate testimony where appropriate, communicates with the requesting party, prepares legal memoranda and correspondence, and otherwise represents the Commission's interests, including drafting motions to quash or limit production and litigating issues in federal and state courts as necessary.

QUALIFICATION REQUIREMENTS: Candidates must be a member in good standing of the Bar and have 52 weeks of specialized experience equivalent to the GS/SK-12 level for the SK-13 position and 52 weeks of specialized experience equivalent to the GS/SK-13 level for the SK-14 position. Candidates must have specialized experience relating to the handling of subpoenas for testimony and the production of documents, the FOIA and Privacy Acts, and confidential treatment regulations and decisions. Candidates must have demonstrated proficiency in legal research and writing. GS/SK-14 candidates may apply for reassignment

QUALITY RANKING FACTORS: Candidates who meet the qualification requirements will be evaluated against the following Quality Ranking Factors to determine the best qualified.

1. Ability to produce concise, accurate and persuasive memoranda, legal documents, letters and reports.
2. Demonstrated ability to analyze complex legal issues and statutory provisions.
3. Knowledge of the FOIA and Privacy Acts and the federal statutes, rules and regulations administered by the Commission.
4. Demonstrated ability to work with other attorneys to efficiently resolve complex legal issues.

(SEE REVERSE FOR ADDITIONAL INFORMATION)

INDIVIDUAL WITH DISABILITIES AND ELIGIBLE VETERANS. Disabled veterans, individuals with disabilities and veterans eligible for special appointing authorities are strongly encourage to apply.

HOW TO APPLY

Candidates **MUST** submit:

- A résumé; the Optional Application for Federal Employment; or any other written format of your choice which clearly identifies; 1) The announcement number, title, series, and grade of the job you applied for and 2) Information required in the OPM pamphlet “Applying for a Federal job” (www.opm.gov/forms/pdfimage/of0510.pdf). Please be sure to provide your current position title, series, grade and step and date of your last within grade increase or promotion.
- Separate sheet(s) that clearly address each of the Quality Ranking Factors.
- Your most recent federal performance appraisal.
- Copy of SF-50, Notification of Personnel Action, to verify Federal competitive civil service status or reinstatement eligibility. DO NOT submit copies of SF-50’s for awards unless they show your current series and grade.
- A copy of your DD-214 (and/or other appropriate documentation) if claiming veteran’s preference.
- Background Survey Questionnaire (optional).

If you do not provide all the information requested, you may lose consideration for this position. None of these forms will be subsequently loaned or returned to applicants.

FILING APPLICATIONS

Applications should be postmarked and mailed to U.S. Securities and Exchange Commission, Office of Human Resources, 6432 General Green Way, Alexandria, VA 22312, no later than the vacancy announcement closing date. Hand delivered applications from within headquarters must be personally accepted and date stamped in OHR, Mini Personnel Office, Room 1120, Mail Stop 1-3 on or before the vacancy announcement closing date.

Applications received in postage-paid Government envelopes will not be considered and are a violation of Federal law and regulation. In accordance with agency policy, SEC will only accept FAX applications if there is evidence that they were not sent from Federal Government FAX machines. Applicants are reminded of legal prohibition against the use of Government envelopes or other property for other than officially approved activities. These prohibitions are contained in 5 U.S.C. 735.205, 39 U.S.C. and 18 U.S.C.

WHERE TO FILE

U.S. Securities and Exchange Commission
6432 General Green Way
OAPM, Stop O-1
Alexandria, VA 22312
Attn: Peggy Holland
Fax: (703) 914-0556

ADDITIONAL INFORMATION

Moving expenses will **NOT** be paid for this position.

The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment or selection to another position.

EQUAL EMPLOYMENT OPPORTUNITY: All candidates will be considered without regard to any non-merit reason such as race, color, sex, age, religion, sexual orientation, national origin, or disability status.

REASONABLE ACCOMMODATION: The SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency’s Disabilities Coordinator, OHRAS. The decision on granting reasonable accommodation will be on a case-by-case basis.

